

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 4322 **TITLE:** ASSISTANT COUNTY ATTORNEY II **GRADE:** L-02

DEFINITION:

Under supervision, to assist higher level attorneys in the performance of a variety of civil law work, including the presentation of cases; and to do related work as required.

ILLUSTRATIVE DUTIES:

Serves as assistant counsel in minor civil suits;
Assists higher level attorneys in the preparation and presentation of cases;
Conducts legal research;
Writes assigned portions of legal briefs;
Assists in reviewing and drafting ordinances and resolutions and other legal documents;
Advises members of the County staff on minor legal matters; as assigned, advises individuals on aspects of civil law and County ordinances and resolutions; as assigned, approves the legal form of deeds, decrees, leases, contracts and other legal documents;
Prepares reports and correspondence on legal matters.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the sources of legal reference;
Knowledge of the principles and practices of law;
Knowledge of local, state and federal laws and court decisions affecting the practice of law at the county level;
Ability to learn Fairfax County ordinances and resolutions;
Ability to analyze facts and reach logical conclusions;
Ability to express ideas effectively, both orally and in writing;
Ability to maintain effective working relationships with associates, County officials and the public.

EMPLOYMENT STANDARDS:

Membership in the Bar of the State of Virginia or graduation from an accredited law school and eligibility for admission to the Bar of the State of Virginia; PLUS
One year of experience in the practice of civil law in the employ of a municipal or county government, or acceptable equivalent experience.

An employee in this class who is not a member of the Bar of the State of Virginia on the date of appointment must gain admission to the Bar of the State of Virginia within six months or be separated.

CERTIFICATES AND LICENSES REQUIRED:

License to practice law in the state of Virginia.

NECESSARY SPECIAL REQUIREMENTS:

All positions allocated to the County Attorney series are under the Fairfax County Merit System of personnel administration and are limited to full time employment and preclude the private

practice of law. However, the phrase “private practice of law” does not include the provision of pro bono publico legal services in a pro bono legal services program approved by the County Attorney and in accordance with the policy of the County Attorney governing participation in an approved program.

REVISED: January 24, 2001